



STATE OF WASHINGTON

August 22, 2005

TO: General Government and Higher Education Human Resource Managers
and Budget Officers

FROM: Eva Santos, Director, Department of Personnel *ES*
Victor Moore, Director, Office of Financial Management *VM*

**SUBJECT: AGENCY/INSTITUTION - CLASSIFICATION REVISIONS AND OTHER
COMPENSATION ISSUES**

In preparation for the 2007-2009 round of master agreement negotiations and in anticipation of the budget development process, the Department of Personnel (DOP) is providing an opportunity for you to identify your most pressing classification needs. In developing your issues you should consider impacts due to middle management reductions, future class consolidation and fulfilling the Governor's priorities. **If you have any pressing needs that you feel should be considered, please submit your issues and concerns to DOP by October 14, 2005, along with the required documentation at the following address:**

Department of Personnel
P. O. Box 47500
Olympia, WA 98504-7500
ATTN: Teri Thompson
Classification & Compensation Program Director

You will also need to submit a Fiscal Impact Statement to the Office of Financial Management, at the same time (<http://www.ofm.wa.gov/budget/fis/fis.htm>). If you are able to absorb costs for classifications unique to non-represented employees, requests may be brought forward through the regular Director Meeting process. Any issues that impact classifications for represented employees, even if you are able to absorb the fiscal impact, must be brought forward through this biennial process.

Agencies should prioritize the submittals by numbering them in order of importance.

DOP staff will evaluate and analyze each item, which will then be provided to the Office of Financial Management (OFM) for their consideration and further analysis when bargaining for compensation begins.

Proposals unique to non-represented employees will be prioritized by the Personnel Resources Board and included in DOP's biennial budget request as deemed appropriate.

Classification Issues

The criteria for classification changes have not changed. Please refer to Attachment 1 for further information regarding the eligibility criteria and supporting information required for classification changes. Staff will evaluate each issue brought forward as to how it relates to the new classification structure and the goal of consolidating classes in addition to the specified criteria for class revisions. We will need your complete package by October 14.

Other Compensation Issues

Other compensation issues include callback, standby, overtime, assignment pay, and performance pay. For callback, standby, overtime, and performance pay issues, please provide an explanation of the issue and a rationale for the solution. Please refer to Attachment 2 for request format.

New assignment pay proposals will be evaluated against the criteria specified in WAC 357-28-175. "Assignment pay is a premium added to base salary to recognize specialized skills, assigned duties, and/or unique circumstances that exceed the ordinary. Assignment pay is intended to be used only as long as the skills, duties, or circumstances it is based on are in effect."

If you have questions regarding this process, please call Teri Thompson at (360) 664-6282 or Cary Randow at (360) 664-6337. If you have any questions concerning the Fiscal Impact process, please call Linda Swanson at (360) 902-0541.

Attachments

cc: Agency Directors
Presidents, 4 year Universities
Presidents, 2 year Community Colleges
John Boesenberg, State Board for Community and Technical Colleges
Terry Teale, Council of Presidents
Steve McLain, Labor Relations Office
Teri Thompson, DOP
Pam Davidson, OFM